Vital Records

Preparing for the Unexpected

INTRODUCTION

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(NOAA Photo Library)

San Francisco after 1906 earthquake
{NARA photo : NWDNS-92-ER-2))

National Archives and Rec

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Murrah Federal Building by night, 1995
(FEMA News Photo)

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World Trade Center, 2001 (FEMA News Photo)

Pentagon, 2001 (FEMA News Photo)

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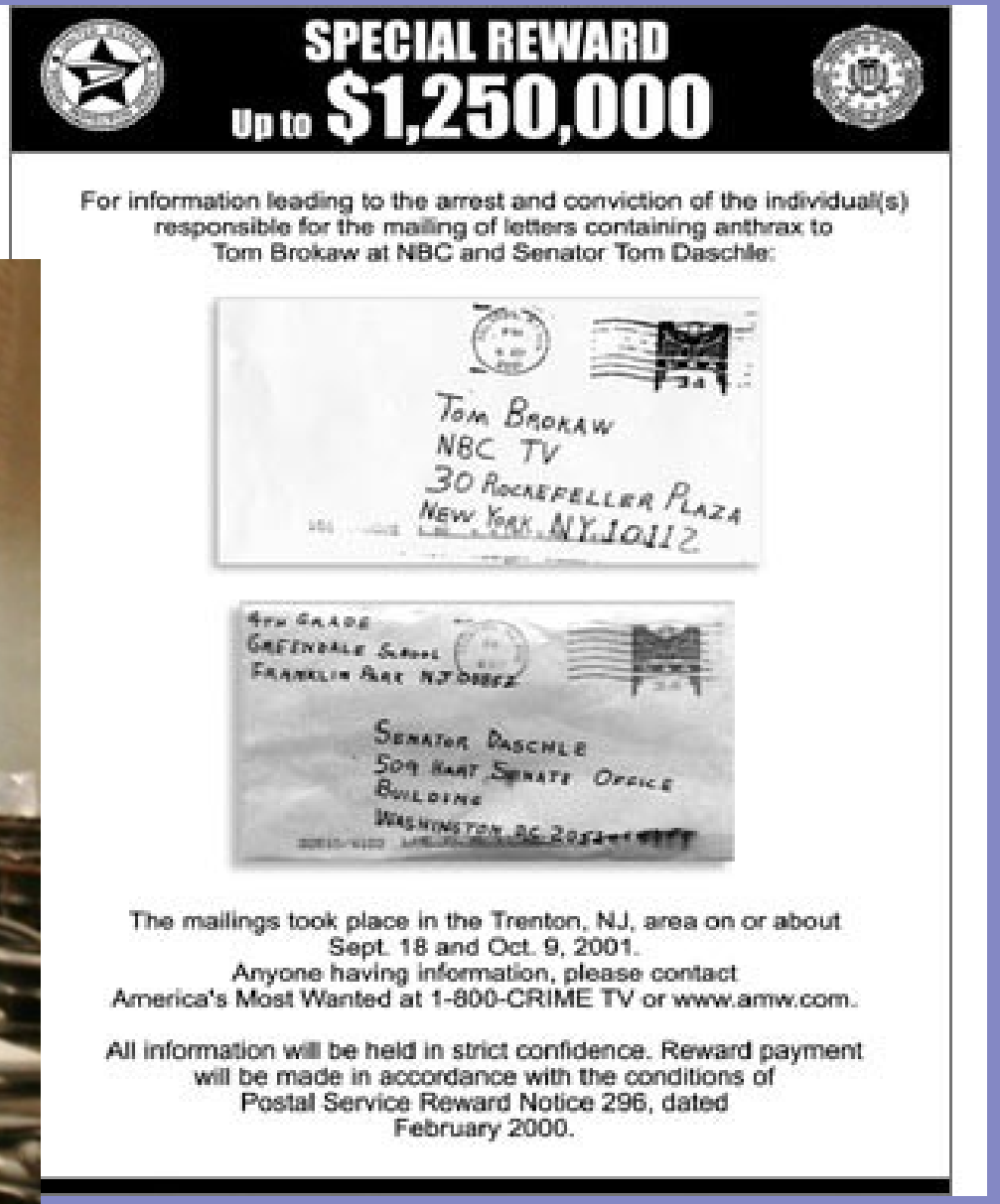
FBI and EPA postal decontamination, 2001


SPECIAL REWARD
Up to $1,250,000
For information leading to the arrest and conviction of the individual(s) responsible for the mailing of letters containing anthrax to Tom Brokaw at NBC and Senator Tom Daschle:
Tom Brokaw
NBC TV
30 Rockefeller Plaza
New York, NY 10112
Senator Daschle
509 Hart Senate Office
Building
The mailings took place in the Trenton, NJ, area on or about Sept. 18 and Oct. 9, 2001.
Anyone having information, please contact America's Most Wanted at 1-800-CRIME TV or www.amw.com.
All information will be held in strict confidence. Reward payment will be made in accordance with the conditions of Postal Service Reward Notice 296, dated February 2000.

USPS reward poster, 2001

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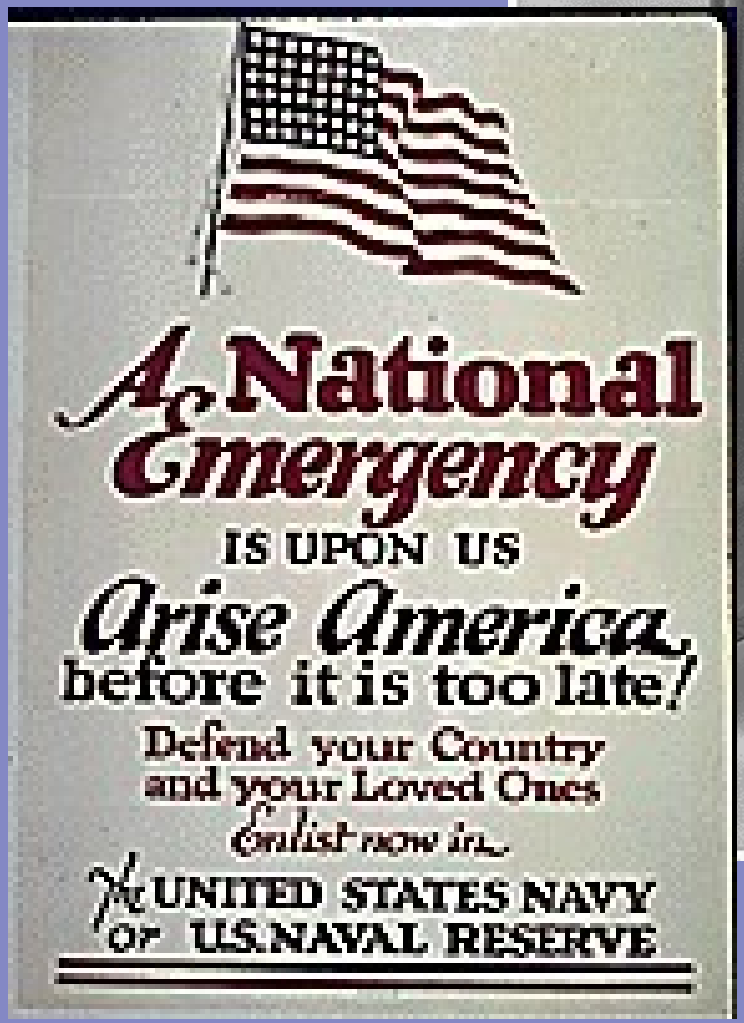
POINTS TO COVER

- **Vital Records in Disaster and Business Continuity Planning**
- **Laws, Regulations, and Guidance**
- **Essential Elements**
- **Federal Agency Experience**

Vital Records



National Emergency Poster
(NARA photo: NWDNS-44-PA-14)

Fallout shelter supplies
NARA Phono: NWDNS:311-D-9-(2))

Vital Records

WHAT ARE VITAL RECORDS?

Vital records **mean essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and**

VITAL RECORDS EXAMPLES

- **Emergency Operating Records**
  - **orders of succession and delegations of authority**
  - **staffing assignments**
  - **vital records inventories**
- **Legal and Financial Rights Records**
  - **payroll and retirement records**
  - **insurance records**
  - **certain contracts, entitlements, and leases**

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CAN YOU BE MORE SPECIFIC?

Unfortunately, no.

Each agency's functional responsibilities and business needs are different. So each agency must decide what records fit the definition and assign responsibilities for those records to appropriate staff.

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WHY MANAGE VITAL RECORDS?

- Insurance policy for achieving goals
  - **protection of critical assets**
  - **continuing operations or rapid resumption of business**
  - **protecting legal and financial rights**
  - **recovering damaged records**
  - **improved safety and security**
  - **compliance with laws and regulations**

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Murrah Federal Building, 1995
FEMA News Photo

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WHY ARE VITAL RECORDS IMPORTANT?

A Vital Records Program does two thin

- Provides the agency with information it needs to conduct business under other than normal operating conditions and resume business afterwards.
- Enables officials to identify and protect most important records.

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LAWS, REGULATIONS AND GUIDANCE

Executive Orders

Agency Responsibilities in National Emergency

- E.O. 12656, November 18, 1988

Homeland Security (Information Systems)

- E.O. 13231, October 16, 2001

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LAWS, REGULATIONS AND GUIDANCE

36 CFR 1236.20

in carrying out a vital records program, agencies shall

- **Specify agency staff responsibilities;**
- **Ensure that all concerned staff are appropriately informed about vital records;**
- **Ensure that the designation of vital records is current and complete; and**
- **Ensure that vital records and copies of vital records are adequately protected, accessible, and immediately usable.**

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LAWS, REGULATIONS AND GUIDANCE

FEMA Federal Preparedness Circulars
CONTINUITY OF OPERATIONS PLAN

- FPC 60 and 64, November 20, 1990
- FPC 65, July 26, 1999
- FPC 66 and 67, April 30, 2001

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CHECKLIST

- Obtain up to date copies of
  - **E.O. 12656 and 13231**
  - **36 CFR Part 1236**
  - **FPC 60, and 64 through 67**
  - **my agency COOP plan**
- Understand my agency responsibilities under E.O. 12656
- Know my FPC category